

# Skill Analysis Template

Learning a new skill, strategy, or behavior can be a difficult experience. Use this template to assist you in identifying the new skills your initiative requires. Then break the skills down into parts that can make implementation easier and more of a step-by-step process for your staff members.

1. What is the general goal or outcome of the initiative or project?
2. What are the specific skills, strategies, or behaviors that staff members will need to use in order to successfully reach the general goal or outcome? List them in the order in which they will need to be learned.

Specific skill 1:

Specific skill 2:

Specific skill 3:

Specific skill 4:

Specific skill 5:

Specific skill 6:

Specific skill 7:

3. Break each skill down into the subskills that staff members will need to learn in order to master it.

Specific skill 1

Subskill:

Subskill:

Subskill:

Specific skill 2

Subskill:

Subskill:

Subskill:

Specific skill 3

Subskill:

Subskill:

Subskill:

Specific skill 4

Subskill:

Subskill:

Subskill:

Specific skill 5

Subskill:

Subskill:

Subskill:

Specific skill 6

Subskill:

Subskill:

Subskill:

Specific skill 7

Subskill:

Subskill:

Subskill: